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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH : Deputy Director of Training
FROM : Registrar/TR

DATE: 18 December 1958 25X1

SUBJECT: Weekly Activity Report No. 50
10 December - 16 December 1958

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 09 MAR 1978 By: I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Gates Lloyd's interest in the Security Reindoctrination Course has been well satisfied as a result of receiving tabulations from us and his discussing the matter further with me by phone. did an excellent job in preparing cumulative tabulations which were meaningful. We plan to release new quotas in January, omitting most of the small Offices within the Agency. To pick up the slack, we'll issue quotas slightly greater than room capacity.

2. visited our office to explain his need for information on participation by DDS personnel in language training analyzed in terms of career service designation. This is a variation from our normal practice of grouping trainees by office of assignment. We have agreed to furnish with tabulations reflecting activity during 1958. This is a lot of work, but I believe he needs the result.

3. FDD's Polish and Rumanian Reading Courses, which commenced in July 1958, are concluding this month, and preparations have been completed for starting comparable part-time courses in Hungarian and Czech in January 1959. Appropriate course information has been forwarded to OTR for review and approval as creditable training under CIA Regulation . We may have one or two trainees from other offices who can be accommodated by FDD.

4. phoned to request record data relative to NEA's showing on recent 5%-in-training reports. He is presently engaged in a close study of all facets of training as he finds the situation in his division. He will submit a report at an early date setting forth NEA's training problems, attainments, and shortcomings as well as recommendations for future action and emphasis under an integrated program.

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LANGUAGE AWARDS

DDS

5. Transmittal List 25 has been authorized in the amount of \$7,900 to 50 employees. The awards on this list were 53, bringing our total to 986 of which 445 are achievement and 541 are maintenance. Cumulative awards now total \$120,775.

6. [] TSS, returned this week from a twelve-week course of instruction at the New York Mergenthaler Linotype School. His financial accounts were settled and a training report on the school will be forthcoming from him within the next two weeks. The first half of the course fully met [] training needs, but it was necessary for us to work out an alternate program (by phone) for him during the second half.

7. SR and OSI are interested in a Ballistic Missile Orientation Course given at the Air Research Development Command, Santa Monica, California.

8. We sent out an announcement on NWC's fifth course, The Communist Bloc. In this course [] is scheduled to give a lecture. Response from the offices has been very good. So far, 24 inquiries have been received in addition to [] plan to cover eight of the lectures.

9. We've been able to keep up with special requests from School Chiefs and instructors in connection with the general reassessment of activities.

10. During the week 10 December - 16 December 1958, there were 872 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

135 enrolled in 28 classes (10 languages) before hours
113 enrolled in 24 classes (11 languages) after hours
235 enrolled in 42 classes (14 languages) during hours
118 enrolled in 5 Intelligence School courses
59 enrolled in 5 SIC courses
89 enrolled in 5 Operations School courses
33 enrolled in 3 Area courses
19 Dependents
12 enrolled from other Government agencies
59 enrolled in the JOT Program

DDS



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